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Clandestine Services Records Management Program, 8 Sept 61

1. The author is the DDP/RMO.

2. Para 4 - Responsibilities

In actual working practice, there are three levels starting with:

a. Branch and Section Level - records officers, a part-time responsibility that may be a part of a case officer, secretary, or adm. assistant job.

b. Area Level: The full-time job on records. The "area" can mean Division, or Staff. This is the person who should be approved by the CS Records Committee, not the RMO. This is also the person who in DDP must have had experience in @ "an operational assignment or other substantial professional qualifications" In DDP, I interpret this as an administrative type person who has served at least one tour of duty overseas. The term "operational" is vague. A strictly ~~k~~ operational type in the true sense of the word--a person who has run a clandestine operation overseas, would not only be no good in the Area Records Officer job--he or she wouldn't touch it with a ten-foot pole. ~~xxxxxxx~~

c. RMO. This is a delegation of authority to carry out the provisions of the "Federal Records Act of 1950." This is not a full-time job, merely an additional responsibility. I agree that "he will provide guidance and assistance within the staff or division on all records matters as defined above" para 4.b.(2), last sentence, but the "guidance and assistance" is furnished AFTER the Area Records Officer has pushed the records administrative program within the Division or Staff to the limit of his or her ~~in delegated authority and~~ responsibility. For instance, the VM Deposit Schedule, is being revised. ~~xxxxxxx~~ Responses have been received from 3 branches, their portion has been revised and passed on to the Records Adm. Staff for incorporation in the VM Schedule on file in the Center and with the ~~xxx~~ Agency Records Adm. Staff. Two branches have completely ignored the whole problem. Routine follow-up was made--then a formal Division or Staff Notice sent out. The two branches continue to be unresponsive. SO---

The Area Records Officer goes to the RMO and gives him (or her) a precis of the whole problem--saying in effect "I've done all I can do, our Vital Material Program is falling flat on it's face because Branch 1 and Branch 2 will not cooperate. Is there anything else I should do, or will you take over?"

d. The RMO must be a high-level officer. It could be the Chief of the Division or Staff, the Executive Officer, the Chief of Support--what his primary responsibility and job is completely ungermane to his or her additional delegated responsibility to carry out the Records Adm. program, BUT THE INCUMBENT MUST BE HIGH-GRADE AND AUTHORITATIVE,--- so when the ARO realizes that any phase is not being completed, he, the ARO, will have someone to go to who can talk turkey to Branch and Section Chiefs, saying in effect---the Director and the DD/P says that we must do this, get going."

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